

Nebraska Crime Commission

2009 State County Aid Juvenile Justice Grants

(LB 640/193/1014 funds)

And

State County Aid Competitive Enhancement Grant Funds

APPLICATION KIT

**Applications are due in the
Crime Commission Office:**

**February 23, 2009
5:00 PM CST**

NO FAXED OR EMAIL COPIES WILL BE ACCEPTED

No Exceptions

**Contact: Jamie Rivera
Nebraska Crime Commission
(402) 471-3989
Jamie.Rivera@nebraska.gov**

***You must submit TWO separate grant applications
with the same amount of copies**

County Aid

GENERAL APPLICATION INSTRUCTIONS

AMOUNT AVAILABLE: Approximately \$1,492,500

All funds will be awarded contingent upon final appropriation from the Legislature. See the table at the end of the instructions for specific county allocations and required documented match. Counties can only apply for the designated amount and should only show the designated amount for match.

TECHNICAL ASSISTANCE:

For questions regarding the application contact Jamie Rivera at 402-471-3989 or Jamie.Rivera@nebraska.gov.

ELIGIBILITY:

Counties are the only eligible applicants. Counties may contract with private non-profit agencies to administer programs and services with County Aid funds, however, counties can not require contracted agencies to provide the match. Ultimately the County is responsible for all funds and must follow all requirements and contingences as outlined by the grant. There must also be a 3 year Juvenile Comprehensive Plan in place in the county to receive funds.

SOURCE & PURPOSE OF FUNDS:

Juvenile Justice County Aid funds are appropriated on an annual basis by the Nebraska Legislature. Counties must use these funds to implement programs, services, etc. as identified as needs in the local comprehensive juvenile services plan.

FUNDING LIMITATIONS:

- A. The Crime Commission does NOT allow grant funds to be used for indirect costs.
- B. Funds are not allowed for construction of any type of youth facilities, capitol construction or lease or acquisition of facilities and can not be used to replace existing funding for programs or services.
- C. Funds received by an eligible applicant shall NOT be used to replace or supplant any funds currently being used to support existing programs for juveniles.

COMPREHENSIVE COUNTY JUVENILE SERVICES PLANS:

For the 2009 application, counties are required to have an updated Three Year Plan on file. No awards will be made to counties that have not met the County Plan Requirement. If a county wishes to apply for the County Aid Grant and has yet to complete a county plan, please contact Jamie Rivera at 402-471-3989 or Jamie.Rivera@nebraska.gov to discuss technical assistance in developing a plan. A listing of counties with current plan, as well as the majority of county plans can be found at the Crime Commission website: www.ncc.ne.gov. The Crime Commission contracts with a County Aid Planner to provide technical assistance. The County Planner Julie Rogers with the Juvenile Justice Institute in

Omaha can help you in developing that plan. To contact Julie Rogers please call 402-472-6753 or email her at jlrogers@unomaha.edu.

MATCH:

Per statute, a 40% match is required. The county can designate the 40% match directly toward the program described in this application, OR the match can be documented new or existing county expenditures for community based programs or services for juveniles. This can include detention costs, out of home placement costs, law enforcement costs for transportation, etc. A county must be able to document match expenditures of 40% of the County Aid allocation. The match must be provided by the county. No in-kind match from service providers or other sources is allowable.

APPLICATION DEADLINE:

Applications are due into the Crime Commission Office by 5:00 p.m. on February 23, 2009. **Faxed or electronic copies will not be accepted.** No acceptations allowed if using mailing service and grants is not delivered to our office by the deadline. Application must be checked into our office before the deadline. Applications MUST be received by the deadline in order to ensure approval at the May 8, 2009 Crime Commission meeting.

Please send the original application and 10 copies to:

Nebraska Crime Commission
301 Centennial Mall South, State Office Building, 5th floor
P.O. Box 94946
Lincoln, NE 68509-4946

PROJECT PERIOD:

The project period for 2009 County Aid dollars will be July 1, 2009 – June 30, 2010.

REPORTING:

Applicants will be required to report activities and expenditures by submitting activity summary reports and cash reports on a quarterly basis. Attendance at Grant Management Training will be required for all applicants.

DISTRIBUTION OF FUNDS:

Submitted County Aid applications will be reviewed by the Grant Review Committee in March by the Nebraska Coalition for Juvenile Justice at the March 27, 2009 meeting. Final approval will be given at the May 8, 2009 Crime Commission meeting. Applicants will be notified in writing of the approval of the County Aid Funds and given instructions for required grant management training and drawing down of funds.

CORRESPONDENCE:

Please review all correspondence that comes from our office to ensure you receive all necessary information about the program. All correspondence will be sent to the person listed as the project director on the application information page.

SPECIFIC SECTION INSTRUCTIONS

APPLICANT INFORMATION:

- The Federal I.D. number must be that of the county that is serving as the applicant.
- The “Lead County” is the county acting as the applicant. If a group of counties are pooling their funds, only one county can be designated as the lead county applicant.
- The project Director will be the individual who is the main point of contact on the grant and will receive all correspondences. The Project Director and Project Coordinator can be the same person. The Fiscal Officer **MUST** be the County Fiscal officer and **CANNOT** be the Project Director or Project Coordinator. All grant correspondence are sent to the person listed as the Project Director.
- **Model and best practice Programs:** The Office of Juvenile Justice and Delinquency Prevention are good resources for research based model programs, for more information go to <http://ojjdp.ncjrs.org/programs/mpg.html>. Model and best-practice programs can also be found on the SAMHSA website: <http://www.modelprograms.samhsa.gov/> and Blueprints website: <http://www.colorado.edu/cspv/blueprints/>.

BUDGET:

- Personnel are positions hired directly by the county with County Aid funds.
- Consultants and Contracts are for any programs/services contracted out to individuals or agencies. **If the county does not directly run the program, but relies on a non-profit or other entity to run the entire program, the whole budget is shown as a contract. There must be a current formal contract on file between the county and the contractor. However, remember the fiscally responsible county must insure all funds are being spent properly by the contacted programs/services.**
- Program related travel done by personnel hired by the county and paid with County Aid funds should be shown in the Travel category. Travel done by a contracting agency should be included in the lump sum contract cost and shown under Consultant/Contract category.
- Supplies and Operating for a county run program should be shown here. Supplies and Operating used by a contracting agency should be included in their contract cost and shown in the Consultants/Contracts category. The Crime Commission rules do not allow grant funds to be used for indirect operating costs, for example, a percentage of existing costs for rent, utilities, maintenance, bookkeeping, etc.
- Equipment costs **MUST** be necessary to the program. Equipment items under \$300 should be included in Supplies. All equipment must remain county property.
- Counties contributing the required match directly to the proposed program should show the match in the appropriate categories. Counties showing match as current county juvenile expenditures should show the match in the “Other” category.
- Budget narratives are required for all areas in which funds or match are documented

CATEGORY A - PERSONNEL

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultants. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

1. **Direct Salaries.** Write in the title or position of each employee who will be involved in the project, including new positions to be filled, and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but do include such information in the Budget and Project Narrative. Across from each position listed, enter the annual salary of the position; percent of the time to be devoted to the project; amount of funds being requested for the position; the amount of matching funds; and, the total cost for the position.

At the bottom of Section 1, enter the subtotal of the amount of funds being requested, matching funds and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use the current minimum hourly wage times the number of hours of service to be contributed.

2. **Fringe Benefits.** All fringe benefits are to be based on the employer's share only. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns.
3. **Total Personnel Budget.** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the project. Also enter these totals on the "Budget Summary" pages.
4. **Personnel Budget Narrative.** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The budget narrative **MUST** include a breakdown of how the cost for each position was determined (ex: 500 hours x \$5 an hour = \$2,500) for both the requested funds and matching funds. The budget narrative is to explain: 1) if each position is existing or new, and if existing how it is not supplanting; 2) if each position is full or part-time; 3) how each position is relevant to the project; and, 4) a brief description of the duties of each position. Also include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.

CATEGORY B - CONSULTANTS AND CONTRACTS

NOTE: If more than one consultant will be used for the project, please make copies of the budget sheet and complete one for each consultant.

1. **Purpose:** List the purpose for using a consultant or contractor, i.e. conduct study, facilitate support group, develop and/or present training, etc.
2. **Type of Consultant:** Check the box for the type of consultant to be used for the stated purpose.
3. **Consultant Fees:** Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place.
4. **Travel Expenses For The Consultant:**
 - (a) **Mileage:** List the cost for mileage. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is .55 cents/mile.
 - (b) **Air Fare:** List the cost for air fare (coach or least expensive class). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
 - (c) **Meals:** List the cost for meals. Enter the amount requested and the amount provided as match. Meal allowance for in state is \$39 (\$7 for breakfast, \$11 for lunch, \$18 for dinner, and \$3 for incidentals). Enter the total cost in the "total" column.
 - (d) **Lodging:** List the cost for lodging. Enter the amount requested and enter the amount provided as match. Enter the total cost in the "total" column. In-state lodging allowance is \$70.00 per night (\$99.00 for Lincoln and Omaha).
 - (e) **Other Costs:** List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
 - (f) For out of state meal and lodging rates go to www.gsa.gov and click on per diem rates.
5. **Total Cost:** Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.
6. **Budget Narrative:** A budget narrative is to be attached if funds are being requested and/or if match funds are being provided. The budget narrative is to include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The budget narrative is to explain what services and/or what product the consultant will provide; how the services or product relate to the project and the impact on the project.

CATEGORY C - TRAVEL EXPENSES

NOTE: If travel expenses are needed for more than one purpose, please make a copy of the budget sheet and complete one for each purpose.

Purpose: List travel expenses by purpose (ex: training, conference, daily travel for job, etc.) For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)

2. Mark the travel as local, in-state, or out-of-state.
3. List the title of the person who will travel.

4. Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.
 - (a) **Mileage:** Calculate the number of miles of annual travel and multiply by .55 cents to determine the total mileage cost. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
 - (b) **Air Fare:** List the destination. Enter the amount requested and the amount provided as match. Enter the anticipated total cost of the air fare in the "total" column. Air fare must be "coach" or least expensive class.
 - (c) **Meals:** List the cost for meals. Enter the amount requested and the amount provided as match. Meal allowance for in state is \$39 (\$7 for breakfast, \$11 for lunch, \$18 for dinner, and \$3 for incidentals). Enter the total cost in the "total" column.
 - (d) **Lodging:** List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is \$70.00 per night (\$99.00 for Lincoln and Omaha). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
 - (e) **Other:** List other expenses, such as taxi, parking, etc. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
 - (f) For out of state meal and lodging per diem go to www.gsa.gov and click on per diem rates.
5. **Total Cost:** Calculate the total cost of the travel for each purpose. Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.
6. **Budget Narrative:** For each purpose complete a budget narrative stating the purpose, the position which will travel and how this relates and is necessary to the project.

CATEGORY D - SUPPLIES AND OPERATING EXPENSES

1. **Supplies.** This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, (material which is expendable or consumed during the course of the project) and equipment items costing under \$300.

List items by type (ex: postage, forms, office supplies, training materials, etc.) along with the quantity, unit cost, and the total cost. Higher cost items should be listed separately and identified (ex: special mailings, equipment items, etc.). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost that will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match and total cost in the appropriate columns.

2. **Operating Expenses.** This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed enter the rate or unit cost. Enter the amount of the cost requested and enter the amount provided as match. Enter the total cost in the "total" column. Identify other items for which funds are requested in the "other" category.

At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.

3. **Total Supplies and Operating Expense Budget.** Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Also enter those totals on the "Budget Summary" page.

4. **Budget Narrative.** Attach a budget narrative if funds are requested or match is provided.

For supplies such as envelopes, paper and other office supplies, explain how the cost was determined. Provide a cost breakdown of how requested and match amounts were determined.

If funds are requested for operating expenses, describe current expenses and why the requested expenses are needed.

Explain how the supplies and operating expenses relate to the project.

CATEGORY F - EQUIPMENT

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. (Equipment items costing under \$300.00 and should be included in Supplies.)

Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

Budget Narrative

Attach a budget narrative if funds are requested or match is provided.

Provide a breakdown of the cost basis for each piece of equipment.

Explain how each piece of equipment is relevant to the project.

Remember: Equipment must remain county property.

COMMUNITY DESCRIPTION

The purpose of this section is to discuss community issues that may affect juvenile programs. It is important to discuss the county priorities linked to the programs/strategies within your grant application.

PROGRAM DESCRIPTION

Answer each question completely. Please complete program description thoroughly, from referral (including referral sources), intake, assessments, program services, and exit from program. Explain any collaborative efforts occurring between other agencies.

CONTINUATION INFORMATION

Answer each question thoroughly. Be sure to thoroughly complete data table—this is basic data should be collected for all programs.

EVALUATION SECTION

Evaluation of funded programs and services is essential to local programs for long term sustainability and for ongoing appropriation of state and federal funding. It is one of the goals of the Coalition and Crime Commission to improve evaluation in funded programs. Please complete this section as a means to evaluate your program. Funded applicants will be required to report quarterly on key indicators.

This section asks you to think about and plan for evaluating how well your program is doing. In the Activity Column, identify the key activities under each sub-category. Then indicate how you document each activity. Finally, identify key indicators that you want to know about under each activity. Some of the points in the program may not apply to you; only provide information on the ones that apply to your program. If there are different points in your program that are more appropriate you may substitute them.

Complete the blank evaluation table in the grant document. Add additional lines/information as needed.

Example:

ACTIVITY	DOCUMENTATION	KEY INDICATORS
Entry Point		
Examples: arrest/citations	Examples: Paper citation;	Examples: # of arrests
Referrals	computer referral; letter referral; phone referral	# of referrals; # of referrals accepted; # declined and why
Intake		
Examples: intake meeting	Examples: computer log of intake meetings; paper intake forms	Examples: # completing intake; # of signed contracts; # not completing intake & why
Program contracts	Examples: Paper or computerized	
Assessment		
Examples: Tools such as : YLS/CMI; MASSI II; SSI	Examples: Paper or computerized case management system	Examples: Average scores; scores by age and other demographics
Service Provision		

Examples: community service	Examples: Log book;	Examples:
Counseling; Sanctions; Supervision	Session notes; travel logs	# of service hours completed; # of supervision hours or contacts
Exit from Program		
Examples: Program components completed; new law violation; Graduation	Examples: Paper or computerized citation records; case management system	Examples: # completing the program; # not completing & why;

APPLICATION FORMAT REQUIREMENTS

- \$ Applications are to be typewritten. **The original should be stapled and 2 hole punched at the top.** The remaining copies should be stapled in the upper left hand corner (no 2 hole punch required).
- \$ If the applicant re-creates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Crime Commission's official application. Please note that changes in the Crime Commission application may change somewhat from year to year.
- \$ Remove grant instructions from your final application submitted (particularly budget instructions).
- \$ Application should be single spaced, 1" margins, 12pt. font, and narrative pages numbered.
- \$ Additional information in the form of Appendixes will not be accepted.
- \$ Do not complete a narrative for the Budget Summary Page. Provide budget narratives for each detailed budget section completed.
- \$ Include ALL required forms (Budget Summary, Drug Free Workplace, and EEOP) with appropriate signatures. County Board Chair is the authorized signature.
- \$ Budget figures are to be provided in round numbers, no cents.
- \$ Adhere to the page limits listed for each section of the grant application.
- \$ Budget pages not relevant to the project do not need to be submitted with the grant application.
- \$ The grant may be copied double sided
- \$ **FOLLOW ALL DIRECTIONS OF GRANT APPLICATION.**

ORDER OF ASSEMBLY CHECKLIST: Submit grant application in the following order:

<input type="checkbox"/> Applicant Information	Pages as provided
<input type="checkbox"/> Budget Summary	1 page as provided
<input type="checkbox"/> Detailed Budget Information	Pages as provided. Budget narratives should follow the corresponding Detailed Budget Page
<input type="checkbox"/> Required Forms	Pages as provided

County Aid Enhancement

***If you are not submitting an application for the 2009 County Aid funds or your county completed a 3 year juvenile comprehensive plan you are not eligible for enhancement grant funds.**

AMOUNT AVAILABLE

For the money not awarded from the 2009 county aid funds they will be combined and then awarded to those who apply for the enhancement piece. It is important to remember that the difference between the county aid and county aid enhancement is that the enhancement grant funds will be awarded competitively.

TECHNICAL ASSISTANCE:

For questions regarding the application contact Jamie Rivera at 402-471-3989 or Jamie.Rivera@nebraska.gov. Mandatory County Aid Grant Management Training will include a brief County Aid Enhancement Grant applicant training. There will be an opportunity for questions.

ELIGIBILITY:

- Counties that were awarded 2009 County Aid funds are eligible applicants and counties who submit a 3 year juvenile comprehensive plan.

NON-ELIGIBILITY

- Counties that are not awarded 2009 County Aid funds are **NOT** eligible applicants.

SOURCE & PURPOSE OF FUNDS:

LB 1014, approved in 2008, states that “Any funds not distributed to counties under this subsection shall be retained by the commission to be distributed on a competitive basis under the County Juvenile Services Aid Program.”

Juvenile Justice County Aid Enhancement Grant funds can be used for:

- Support and enhancement of existing juvenile service programs within your county which may or may not be funded by County Aid funds
- Must support the priorities of the 3-Year Comprehensive Juvenile Services County Plan
- Must be written as a one-time request. Grant CANNOT fund ongoing expenses (such as staff salary, utilities, rent, etc) as amount available to award will vary from year to year. Amount available each year will depend on amount of retained funds for the year.
- Funding priority will be given to model/best practice program support and enhancement
- Funding priority will be given to support and enhancements that support the Nebraska 3-Year Statewide Juvenile Plan as well as statewide initiatives.

- Funding priority will be given to counties that consistently utilize all county aid funds within given grant year and submit reporting requirements in a timely fashion. Ability to manage County Aid Grant requirements will be considered during the grant review process.

FUNDING LIMITATIONS:

- A. The Crime Commission does NOT allow grant funds to be used for indirect costs.
- D. Funds are not allowed for construction of any type of youth facilities, capitol construction or lease or acquisition of facilities and can not be used to replace existing funding for programs or services.
- E. Funds received by an eligible applicant shall NOT be used to replace or supplant any funds currently being used to support existing programs for juveniles.

COMPREHENSIVE COUNTY JUVENILE SERVICES PLANS:

For the 2009 application, counties are required to have an updated Three Year Plan on file. No awards will be made to counties that have not met the County Plan Requirement. If a county wishes to apply for the County Aid Grant and has yet to complete a county plan, please contact Jamie Rivera at 402-471-3989 or Jamie.Rivera@nebraska.gov to discuss technical assistance in developing a plan. A listing of counties with current plan, as well as the majority of county plans can be found at the Crime Commission website: www.ncc.ne.gov. The Crime Commission contracts with a County Aid Planner to provide technical assistance. The County Planner Julie Rogers with the Juvenile Justice Institute in Omaha can help you in developing that plan. To contact Julie Rogers please call 402-472-6753 or email her at jlrogers@unomaha.edu.

MATCH:

A 40% match is required for County Aid, per statute. The county can designate the 40% match directly toward the project described in this application OR the match can be designated toward new or existing county expenditures for community based programs or services for juveniles. This can include detention costs, out of home placement costs, law enforcement costs for transportation, etc. A county must be able to document match expenditures of 40% of the County Aid allocation. The match must be provided by the county. No in-kind match from service providers or other sources is allowable.

Match for the Enhancement Grant must be above and beyond the current County Aid match. A detailed budget narrative clearly identifying and explaining additional match must be provided.

Example:

County A's formula award is \$20,000

County A's required match is \$8,000

Enhancement Grant Application award \$10,000

County A's additional match is \$4,000

County A must be able to show \$12,000 total match between the two grants

APPLICATION DEADLINE:

Applications are due into the Crime Commission Office by 5:00 p.m. on February 23, 2009. **Faxed or electronic copies will not be accepted.** No acceptations allowed if using mailing service and grants is not delivered to our office by the deadline. Application must be checked into our office before the deadline. Applications **MUST** be received by the deadline in order to ensure approval at the May 8, 2009 Crime Commission meeting.

Please send the original application and 10 copies to:

Nebraska Crime Commission
301 Centennial Mall South, State Office Building, 5th floor
P.O. Box 94946
Lincoln, NE 68509-4946

PROJECT PERIOD:

The project period for 2009 County Aid Enhancement Grant dollars will be July 1, 2009 – June 30, 2010.

REPORTING:

Applicants will be required to report activities and expenditures by submitting activity summary reports and cash reports on a quarterly basis. Attendance at Grant Management Training will be required for all applicants.

DISTRIBUTION OF FUNDS:

Submitted County Aid applications will be reviewed by the Grant Review Committee in March by the Nebraska Coalition for Juvenile Justice at the March 27, 2009 meeting. Final approval will be given at the May 8, 2009 Crime Commission meeting. Applicants will be notified in writing of the approval of the County Aid Funds and given instructions for required grant management training and drawing down of funds.

CORRESPONDENCE:

Please review all correspondence that comes from our office to ensure you receive all necessary information about the program. All correspondence will be sent to the person listed as the project director on the application information page.

SPECIFIC SECTION INSTRUCTIONS

1. APPLICANT INFORMATION:

- A. The Federal I.D. number must be that of the county that is serving as the applicant.
- B. Only one application per county.
- C. The “Lead County” is the county acting as the applicant. If a group of counties are requesting enhancement funds, only one county can be designated as the applicant but counties can come together to provide match funds.

- D. The project Director will be the individual who is the main point of contact on the grant and will receive all correspondences. The Project Director and Project Coordinator can be the same person. The Fiscal Officer **MUST** be the County Fiscal officer and CANNOT be the Project Director or Project Coordinator. All grant correspondence are sent to the person listed as the Project Director.

2. BUDGET: For clear instructions please refer to the County Aid budget instructions

- A. Counties may contract with private non-profit agencies to administer services but cannot require contracted agencies to provide match funds
- B. Budget Summary Certifications must be signed by the County Board Chair.
- C. Personnel cannot be funded with the County Aid Enhancement Grant
- D. Consultants and Contracts are for any programs/services contracted out to individuals or agencies. **There must be a current formal contract on file between the county and the contractor.**
- E. Program related travel done by *County personnel* paid with County Aid funds should be shown in the Travel category. Travel done by a *contracting agency* should be included in the lump sum contract cost and shown under Consultant/Contract category.
- F. Supplies and Operating for a county run program should be shown here. Supplies and Operating used by a contracting agency should be included in their contract cost and shown in the Consultants/Contracts category. The Crime Commission rules do not allow grant funds to be used for indirect operating costs, i.e. a percentage of existing costs for rent, utilities, maintenance, bookkeeping, etc.
- G. Equipment items under \$300 should be included in Supplies. Equipment need not be mandatory to run the program but thorough information regarding its use and how it enhances juvenile services must be provided.
- H. Counties contributing the required match directly to the proposed program should show the match in the appropriate categories. Counties showing match as current county juvenile expenditures should show the match in the “Other” category.
- I. Budget narrative questions are provided and will be the basis on which funding decisions are made. For each budget category in which you are requesting funds, it is imperative to answer each question thoroughly. Incomplete applications will not be considered.

APPLICATION FORMAT REQUIREMENTS

- \$ Applications are to be typewritten. **The original should be stapled and 2 hole punched at the top.** The remaining copies should be stapled in the upper left hand corner (no 2 hole punch required).
- \$ If the applicant re-creates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Crime Commission's official application. Please note that changes in the Crime Commission application may change somewhat from year to year.
- \$ Remove grant instructions from your final application submitted (**particularly budget instructions**).
- \$ Drug Free Certification and EEOP forms do not need to be signed as this information is on file with the Crime Commission for eligible counties.

- \$ Application should be single spaced, 1" margins, 12pt. font, and narrative pages numbered.
- \$ Additional information in the form of Appendixes will not be accepted.
- \$ Do not complete a narrative for the Budget Summary Page. Provide budget narratives for each detailed budget section completed by answering all questions thoroughly.
- \$ Include Budget Summary with appropriate signature. County Board Chair is the authorized signature.
- \$ Budget figures are to be provided in round numbers, no cents.
- \$ Adhere to the page limits listed for each section of the grant application.
- \$ Do not submit budget pages with the application that are not relevant to the project.
- \$ The grant may be copied double sided
- \$ **FOLLOW ALL DIRECTIONS OF GRANT APPLICATION.**

ORDER OF ASSEMBLY CHECKLIST: Submit grant application in the following order:

<input type="checkbox"/> Applicant Information	Pages as provided
<input type="checkbox"/> Budget Summary	1 page as provided
<input type="checkbox"/> Detailed Budget Information	Pages as provided. Budget narratives should follow the corresponding Detailed Budget Page
<input type="checkbox"/> Required Forms	Pages as provided

	12-18 Pop. (2000)	% of Total Population	Allotment	Required Match	County Totals
Adams	3,156	1.70%	\$25,441	\$10,176	\$35,617
Antelope	975	0.53%	\$7,860	\$3,144	\$11,004
Arthur	52	0.03%	\$419	\$168	\$586
Banner	115	0.06%	\$927	\$371	\$1,297
Blaine	73	0.04%	\$588	\$235	\$823
Boone	810	0.44%	\$6,529	\$2,612	\$9,140
Box Butte	1,505	0.81%	\$12,132	\$4,853	\$16,984
Boyd	308	0.17%	\$2,483	\$993	\$3,476
Brown	412	0.22%	\$3,321	\$1,328	\$4,649
Buffalo	4,672	2.52%	\$37,662	\$15,065	\$52,726
Burt	890	0.48%	\$7,174	\$2,870	\$10,043
Butler	1,096	0.59%	\$8,835	\$3,534	\$12,369
Cass	2,739	1.48%	\$22,079	\$8,832	\$30,910
Cedar	1,259	0.68%	\$10,149	\$4,060	\$14,208
Chase	491	0.27%	\$3,958	\$1,583	\$5,541
Cherry	712	0.38%	\$5,739	\$2,296	\$8,034
Cheyenne	1,141	0.62%	\$9,198	\$3,679	\$12,877
Clay	923	0.50%	\$7,440	\$2,976	\$10,416
Colfax	1,222	0.66%	\$9,851	\$3,940	\$13,791
Cuming	1,216	0.66%	\$9,802	\$3,921	\$13,722
Custer	1,332	0.72%	\$10,737	\$4,295	\$15,031
Dakota	2,332	1.26%	\$18,799	\$7,520	\$26,318
Dawes	1,020	0.55%	\$8,222	\$3,289	\$11,510
Dawson	2,684	1.45%	\$21,636	\$8,654	\$30,290
Deuel	258	0.14%	\$2,080	\$832	\$2,912
Dixon	782	0.42%	\$6,304	\$2,522	\$8,825
Dodge	3,831	2.07%	\$30,882	\$12,353	\$43,234
Douglas	47,518	25.66%	\$383,048	\$153,219	\$536,267
Dundy	252	0.14%	\$2,031	\$812	\$2,843

Fillmore	812	0.44%	\$6,546	\$2,618	\$9,164
Franklin	396	0.21%	\$3,192	\$1,277	\$4,468
Frontier	405	0.22%	\$3,265	\$1,306	\$4,571
Furnas	567	0.31%	\$4,571	\$1,828	\$6,399
Gage	2,405	1.30%	\$19,387	\$7,755	\$27,141
Garden	250	0.14%	\$2,015	\$806	\$2,821
Garfield	214	0.12%	\$1,725	\$690	\$2,415
Gosper	235	0.13%	\$1,894	\$758	\$2,651
Grant	126	0.07%	\$1,016	\$406	\$1,422
Greeley	321	0.17%	\$2,588	\$1,035	\$3,623
Hall	5,559	3.00%	\$44,812	\$17,925	\$62,736
Hamilton	1,166	0.63%	\$9,399	\$3,760	\$13,158
Harlan	406	0.22%	\$3,273	\$1,309	\$4,582
Hayes	141	0.08%	\$1,137	\$455	\$1,591
Hitchcock	364	0.20%	\$2,934	\$1,174	\$4,107
Holt	1,455	0.79%	\$11,729	\$4,692	\$16,420
Hooker	97	0.05%	\$782	\$313	\$1,094
Howard	817	0.44%	\$6,586	\$2,634	\$9,220
Jefferson	860	0.46%	\$6,933	\$2,773	\$9,706
Johnson	494	0.27%	\$3,982	\$1,593	\$5,574
Kearney	803	0.43%	\$6,473	\$2,589	\$9,062
Keith	1,034	0.56%	\$8,335	\$3,334	\$11,669
Keya Paha	84	0.05%	\$677	\$271	\$947
Kimball	460	0.25%	\$3,708	\$1,483	\$5,191
Knox	1,075	0.58%	\$8,666	\$3,466	\$12,132
Lancaster	23,655	12.78%	\$190,686	\$76,274	\$266,960
Lincoln	3,814	2.06%	\$30,745	\$12,298	\$43,043
Logan	107	0.06%	\$863	\$345	\$1,208
Loup	92	0.05%	\$742	\$297	\$1,038
Madison	4,123	2.23%	\$33,236	\$13,294	\$46,530
McPherson	70	0.04%	\$564	\$226	\$789
Merrick	958	0.52%	\$7,723	\$3,089	\$10,812

Morrill	701	0.38%	\$5,651	\$2,260	\$7,911
Nance	513	0.28%	\$4,135	\$1,654	\$5,789
Nemaha	847	0.46%	\$6,828	\$2,731	\$9,559
Nuckolls	602	0.33%	\$4,853	\$1,941	\$6,794
Otoe	1,726	0.93%	\$13,913	\$5,565	\$19,478
Pawnee	298	0.16%	\$2,402	\$961	\$3,362
Perkins	400	0.22%	\$3,224	\$1,290	\$4,513
Phelps	1,084	0.59%	\$8,738	\$3,495	\$12,233
Pierce	1,052	0.57%	\$8,480	\$3,392	\$11,872
Platte	3,889	2.10%	\$31,350	\$12,540	\$43,890
Polk	631	0.34%	\$5,087	\$2,035	\$7,121
Red Willow	1,240	0.67%	\$9,996	\$3,998	\$13,994
Richardson	1,123	0.61%	\$9,053	\$3,621	\$12,674
Rock	206	0.11%	\$1,661	\$664	\$2,325
Saline	1,544	0.83%	\$12,446	\$4,978	\$17,424
Sarpy	14,029	7.58%	\$113,089	\$45,236	\$158,324
Saunders	2,329	1.26%	\$18,774	\$7,510	\$26,283
Scotts Bluff	3,994	2.16%	\$32,196	\$12,878	\$45,074
Seward	1,940	1.05%	\$15,639	\$6,256	\$21,894
Sheridan	729	0.39%	\$5,877	\$2,351	\$8,227
Sherman	356	0.19%	\$2,870	\$1,148	\$4,018
Sioux	162	0.09%	\$1,306	\$522	\$1,828
Stanton	862	0.47%	\$6,949	\$2,780	\$9,728
Thayer	621	0.34%	\$5,006	\$2,002	\$7,008
Thomas	90	0.05%	\$725	\$290	\$1,015
Thurston	1,017	0.55%	\$8,198	\$3,279	\$11,477
Valley	499	0.27%	\$4,022	\$1,609	\$5,630
Washington	2,209	1.19%	\$17,807	\$7,123	\$24,929
Wayne	1,117	0.60%	\$9,004	\$3,602	\$12,605
Webster	395	0.21%	\$3,184	\$1,274	\$4,457
Wheeler	107	0.06%	\$863	\$345	\$1,208

York	1,695	0.92%	\$13,664	\$5,466	\$19,129
Totals	185,148	100.00%	\$1,492,500.00	\$597,000	\$2,089,500.00